

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
AUGUST 23, 2000**

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, August 23, 2000, at 1 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. William Ingersoll of the United States Navy. A list of action items resulting from this meeting is given in Attachment A. A list of participants is given in Attachment B. *The purposes of the meeting were to review On-site Assessment, Chapter 3 of the NELAC Standards, as adopted at the Sixth NELAC Annual Meeting (NELAC VI), to discuss Appendices A and B, and to make preparation for the upcoming interim meeting (NELAC VII).*

**INTRODUCTION**

After all participating committee members had called in, Mr. Ingersoll called the meeting to order and informed committee members that the upcoming On-site Assessment Committee meeting in Las Vegas will be held on Tuesday, October 31 in the afternoon. No rescheduling of the meeting date or time will be possible. In addition, there will be no facilities for allowing members in absentia to call in to the meeting for a teleconference.

**NELAC WEBPAGE DOCUMENTS ARCHIVE**

Mr. Ingersoll asked the committee members if the methods listed on his August 23, 2000 email to be moved to the NELAC webpage archives seemed appropriate and complete. Members assented, and pointed out that the committee would need to be attentive about keeping the methods updated. The list presented by Mr. Ingersoll is duplicated below:

DRAFT NELAP Assessor Checklist - Flame and Graphite Furnace  
Atomic Absorption Spectroscopy (Revised: 4/20/99)  
DRAFT NELAP Assessor Checklist - Asbestos Analysis by TEM .  
DRAFT NELAP Assessor Checklist Titration Methods (Revised 4/20/99).  
DRAFT NELAP Assessor Checklist Gravimetric Methods (Revised: 4/26/99).  
DRAFT Whole Effluent Toxicity Testing Assessor Checklist .  
DRAFT Quality Systems Checklist.  
DRAFT Assessor Checklist - Manual & Automated Colorimetry Checklist.  
DRAFT Extractable Organic Compounds - GC Checklist.  
DRAFT Inorganic Compounds Checklist.  
DRAFT Metals- ICP Checklist.  
DRAFT Volatile Organic Compounds - GC/MS Checklist.  
Lab Checklist based on Chapter 5 requirements 4/21/98

## **UPDATE OF QS CHECKLIST**

Mr. Charles Dyer reported that he has completed the update of the microbiology section of the Quality Systems (QS) checklist and has sent the draft to Ms. Mimi Uhlfelder for review. Mr. Charles Dyer and Ms. Uhlfelder hope to have the checklist soon.

## **APPENDIX A/ BASIC TRAINING STANDARD**

Mr. Ingersoll reported that he has not received an expected revision of Appendix A (Basic Training Standard) from Dr. Kenneth Jackson, and indicated that he would contact Dr. Jackson to request a draft of what has been completed to date.

## **APPENDIX B/TECHNICAL TRAINING FOR ASSESSORS**

Members engaged in discussion regarding utilizing the Quality Systems checklist for laboratory assessments, and the degree of specificity required by the checklist. In some cases, the checklist may be too prescriptive, and in others it may not have enough specificity. In particular, members were concerned about the intent of phrases such as “Lab must have a process for . . .”. They discussed the difference between “process” and “documented procedures.” They agreed that this issue may need to be clarified by NELAC with standardized wording and definitions, including NELAC glossary entries.

Mr. Jack Hall, chairman of the Appendix B subcommittee, which includes Mr. Alfredo Sotomoyor and Mr. Richard Sheibley, reported that he had sent a draft of Appendix B to Mr. Sotomoyor and Mr. Sheibley for their review and comment. Mr. Hall reported that Mr. Sheibley had sent in many helpful comments. The group is still working with issues such as:

- ! the level of detail expected of the assessor in evaluating methods used by the labs,
- ! what the assessors need to have learned from the technical courses, and
- ! the degree of specificity of the training in technical areas.

The committee agrees that the appendix will require assessors to look at laboratory standard operating procedures (SOPs) as proof that the laboratory is meeting all requirements of regulated methods. They also agreed that the committee needs to ensure that the appendix addresses the training system’s ability to train assessors to provide an assessment which meets requirements of regulated methods. Members agreed that when there is a conflict between the NELAC standard and a specific regulated method, the most stringent requirement would take precedence, and that an assessor cannot make any new requirements that are not specifically stated in one or both standards.

Mr. Hall stated that he would get further input from Mr. Sheibley and Mr. Sotomoyor before the next teleconference, and that they may want to model the format of Appendix B after Appendix A, necessitating the receipt of a draft of Appendix A from Dr. Jackson by next week. Drafts of both appendices are anticipated before the interim meeting in October.

## **CONCLUSION**

The allotted time for the teleconference having expired, the meeting was adjourned at 2:30 p.m. EDT.

**ACTION ITEMS**  
**ON-SITE ASSESSMENT COMMITTEE MEETING**  
**AUGUST 23, 2000**

<b>Item No.</b>	<b>Action</b>	<b>Responsible Member</b>	<b>Date to be Completed</b>
1.	Appendix B subcommittee will continue development of Appendices B-1 and B-2.	J. Hall R. Sheibley A. Sotomoyor	Immediately
2.	Contact Ken Jackson for revision of Appendix A.	W. Ingersoll	Immediately

**PARTICIPANTS**  
**ON-SITE ASSESSMENT COMMITTEE MEETING**  
**AUGUST 23, 2000**

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